DUTY STATEMENT GS 907T (REV. 04/02)

INSTRUCTIONS: R	Refer to the Payroll and Personnel Proce	edures	RPA-	EFFECTIVE DATE:
Manual (PPPM) for Duty Statement Instructions.		oddioo	EMS 024	LITEOTIVE DATE.
DGS OFFICE OR CLIENT AGENCY EMS Authority		POSITION	NUMBER (Agency - Unit -	- Class - Serial)
UNIT NAME AND CITY LOCATED Emergency Medical Services Division		3. CLASS TITLE Associate Health Program Adviser		
4. WORKING HOURS/SCH	5. SPECIFIC LOCATION ASSIGNED TO			
8:00 a.m. to 5:00 p	Sacramento 7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial)			
6. PROPOSED INCUMBE	7. CURRE	NT POSITION NUMBER	(Agency - Unit - Class - Serial)	
TEAM MEMBERS AND YOUR CREATIVITY AN WITH RESPECT ARE IN	MEMBER OF THE DEPARTMENT'S TEA OTHERS TO ENABLE THE DEPARTMEN D PRODUCTIVITY ARE ENCOURAGED. MPORTANT TO EVERYONE WHO WORKS	IT TO PRO YOUR EFF S WITH YO	VIDE THE HIGHEST L ORTS TO TREAT OTH U.	EVEL OF SERVICE POSSIBLE. HERS FAIRLY, HONESTLY AND
8. BRIEFLY (1 - 3 sentence	es) DESCRIBE THE POSITION'S ORGANIZATION	ONAL SETTIN	NG AND MAJOR FUNCTION	ONS
EMS System Planni The position require	of the Emergency Medical Services ng Analyst develops, evaluates, and s specific knowledge of emergency of quality of patient care.	d monitors	s issues relating to	EMS Systems planning.
Percentage of time performing duties	Indicate the duties and responsibilities assigned related tasks under the same percentage was a second related tasks.	gned to the p vith the highe	osition and the percentage st percentage first. (Use a	e of time spent on each. Group additional sheet if necessary)
25%	ESSENTIAL FUNCTIONS The EMS System Planning Analyst assistance to local EMS agencies, safety agencies and various comm oversees, and evaluates all stages policies and procedures, California A.A.M., using the Microsoft suite of Access), and other technological art In order to ensure Exclusive Operatompliance: Reviews and provides technical Request for Proposals. Reviews Ambulance Zone Form EMS agencies for statutory com Assists the Department's legal of the local EMS agencies by providing control to implement the use of the local EMS agencies by providing control to the phone the incumbent: Provides education on the revision staff. Provides technical assistance to compliance with the Standards Reviews and makes recomment local EMS agency compliance with the Standards.	public an ittees on land active Regulation office produced and non-tenting Ambours and sumpliance recounsel of the revised consultation and Guidations to with the S	d private EMS provements and Statutes, feeducts (Word, Except chnological work to color and EMS agreements and EMS agreements and EMS agreements and technical advantagements and Guidelines when writing the EMS Systems tandards and Guidelines tandards and Guidelines when writing to the EMS Systems tandards and Guidelines when writing tandards and Guidelines when	rider agencies, public ent plans, coordinates, cordance with department ederal grant requirements, I, PowerPoint, Outlook, pols. Is are in statutory encies who submit EOA eation submitted by local years. Idards and Guidelines by rice in person and/or over to reflect their current the local EMS Plan. Is Division Chief regarding

Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group Percentage of time related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary) performing duties 20% In order to ensure statutory and regulatory compliance by the California Highway Patrol, the California Department of Forestry and the Air National Guard Air Transport Programs: Inspects air transport units for prehospital medical equipment inventory compliance with regulations for ALS and BLS level staffed units by working with LEMSAs and visually inspecting inventory. Provides technical assistance to local EMS agencies on EMS air transport issues Reviews and revises as needed Prehospital EMS Aircraft regulations. 15% In order to provide for EMS system planning by performing research, providing technical assistance in person and over the phone and writing issue memos, papers and reports the incumbent: Analyzes evolving EMS system issues and develops recommendations to management on policies that will coordinate and strengthen the EMS system as a whole. Consults with local, state and federal agencies with responsibility for EMS. Drafts issue papers, meets with affected constituents, conducts research, develops alternatives, and recommend solutions to management and stakeholders. Reviews, analyzes and tracks federal and state legislation to evaluate immediate and long-range impact on EMS systems by performing researching, writing detailed analysis of new bills and amendments and consulting with other staff on legislation relating to emergency medical services. Serves as program liaison and represents the EMS Authority at meetings of EMS constituent organizations. Serves on multi-disciplinary task forces to discuss issues and build and maintain cooperative relationships. Prepares and presents materials for review by the Commission on EMS. MARGINAL FUNCTIONS 5% Reviews grant applications for special projects. Conducts site visits, reviews and approves quarterly progress reports and invoices. Makes recommendations on the Prevention 2010 Application, Mid-Year and Annual reports. **KNOWLEDGE AND ABILITIES** Knowledge of: Public health, mental health and health care services programs and trends; problems and procedures involved in establishing community relationships and assessing community health program needs and resources; preparation and planning for coordinated programs with local and Federal agencies, private agencies and health care providers; principles and methods of public administration including organization, personnel and fiscal management; methods of preparing reports; research and survey methods; methods and principles of medical care administration, disease and disability prevention, health promotion and medical rehabilitation; procedures, planning, implementation and monitoring of programs; design and plan for coordination of programs with Federal and local agencies: legislative processes. Ability to: Assist in development of public health and health care projects; apply health regulations, policies and procedures; participate in monitoring and evaluating health programs and projects; gather, analyze and organize data related to health programs; analyze administrative problems and recommend effective action; speak and write effectively; act as program liaison with staff in other programs at the Federal, State, and local level; assist in planning, conducting and evaluating of field projects; recommend and take actions on a variety of health programs, project activities, staffing and budgetary processes; analyze proposed legislation, regulations and health program standards; provide consultation and technical assistance to local agencies; serve on task forces and committees as a program representative.

Percentage of time performing duties	Indicate the duties and responsibilities assigned to the position and the percentage of time spent on each. Group related tasks under the same percentage with the highest percentage first. (Use additional sheet if necessary)					
	SPECIAL PERSONAL CHARACTERISTICS					
	NOTE: The incumbent will be "on call" outside of normal working hours to assist in the State's medical response to a disaster. DESIRABLE QUALIFICATIONS - Knowledge of and/or experience in emergency, public health and/or or a health/ medical background - Strong written, analytical, interpersonal and oral communications skills, - Ability to act with flexibility and tact. INTERPERSONAL SKILLS - Work well as part of a team and independently as necessary, - Build good working relationships with constituents. WORK ENVIRONMENT, MENTAL AND PHYSICAL ABILITIES - Office environment, business dress for a professional office - Present self professionally - Ability to effectively handle stress, multiple tasks and tight deadlines calmly and efficiently - Ability to communicate confidently and courteously with people of different backgrounds, different ethnic origins, and different personality types; with the general public, private sector professionals and people of various level of responsibility within state, local and the federal government - Ability to consistently exercise good judgment and effective communication skills - Ability to travel on an occasional to moderate basis and occasionally work overtime.					
11. SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE						
SUPERVISOR'S NAME (Print) Bonnie Sinz		SUPERVISOR'S SIGNATURE	DATE			
12. EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT						
The statements contained in this duty statement reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.						
EMPLOYEE'S NAME (Print)		EMPLOYEE'S SIGNATURE	DATE			